

**Christian Legal Aid Clinic**

**Initial Startup Steps**

1. Initial recruitment & vision-casting
	1. Get the word out about plan to create Christian legal aid clinic.
	2. Cast a wide net:
		1. Local CLS chapter members
		2. Larger churches
		3. Ask everyone to share with their contacts
	3. Organize an initial interest meeting of attorneys and non-attorneys, including church leaders, to learn what Christian Legal Aid is all about.
2. Find a core group of volunteers
	1. At least 3-4 attorneys willing to start
	2. And 2-3 non-attorneysto help with logistical issues
	3. Starting goal is to find a team of volunteers who buy into the vision and are committed enough to be the core members in starting a program.
		1. The core can serve as the initial board of directors in new nonprofit organization.
3. Find a church or other ministry in the area that is excited about the idea. Usually churches/organizations that already have some kind of service to needy people are more naturally interested. Ideally, the church/organization should be committed to being an equal *partner* in the endeavor, not merely offering space. Obtain commitment of host church or organization to provide:
	1. At least one person to champion the cause w/in the organization
	2. Support of pastor/leader
	3. Ideally, organization would provide donation of some staff time
	4. Space to hold clinics (e.g. Sunday school classrooms)
	5. At least one person to do client intakes
	6. Several other volunteers to do other administrative tasks
	7. Help in recruiting attorneys
	8. Help in raise financial support
4. Determine plans for:
	1. Clinic session logistics, make sure host organization can accommodate
	2. Client advertising
	3. Client intake procedure
	4. Scheduling of attorneys and other volunteers
	5. Client records maintenance